

THEATER WORKS HARTFORD

Position Description

Job Title: **Director of Production**
Department: Production
Reports To: Producing Artistic Director
Start Date: Immediate
Classification: FLSA Status: Salaried, Exempt

About TheaterWorks Hartford:

Innovation, Ingenuity and Intimacy

TheaterWorks Hartford (TWH) presents contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital city. We take pride in our agility, taking the past year's pandemic as an opportunity to pivot, while still committing ourselves to important storytelling that marks the time we're in, and engages our audiences in provocative dialogue. Since 1985, TWH has continuously produced quality LIVE theater. During the pandemic, when many theaters struggled to find a way forward we persisted, producing a full season of new, innovative, virtual work. TWH is one of the rare theaters that owns its own building on Pearl Street in Hartford. That foundation allows space for the kind of ingenuity seen in our past season, and many seasons before. Led by Producing Artistic Director Rob Ruggiero, the theater produces 5-6 productions a season in our newly renovated space. Our 188-seat theater invites some of the most exciting plays, playwrights and creative teams to share the intimacy of our modified thrust, which serves as a unique "hug" to the shared humanity on stage and in the audience. Starting in September 2020 we began a digital membership which hosts new work development, unique digital productions, concerts and other content. At TWH we have originated a number of projects that have moved on to commercial success, including: HIGH (on Broadway), MAKE ME A SONG off-Broadway, ELLA, and RUSSIAN TROLL FARM. We recently began collaborations with the impressive likes of Sarah Gancher, Jared Mezzocchi, James Anthony Tyler, Harrison David Rivers, Awoye Timpo, Mei Ann Teo among others.

Mission Statement:

To produce high quality, contemporary theater that is relevant to their audiences, engages a diverse community, and provides insight into the human experience.

Diversity and Inclusion Statement:

Reflect. Listen. Name. Act. Come Together.

This is the framework we are using to pursue a more just and equitable workplace. As we lean into “the work,” we continue to challenge the way “things have always been done,” reaching for a space that takes into consideration all perspectives and points of view. We try hard to listen and respond (a core tenant of good theater) acknowledging that we must include all of humanity in our collaborations. We not only name the places where work must be done, we act in accordance with these discoveries, keeping a diverse company in our sites as we shift and grow. But most importantly, we stand by the purpose of theater as a coming together--and we use that as our north star as we wade through-- towards our future of an institution that is diverse, inclusive and equitable.

Summary of Position:

As a senior member of the leadership team of TheaterWorks Hartford, the Director of Production is accountable for all facets of producing work created and presented by the theater. Duties include hiring and supervision of production staff; creating and overseeing production department budgets, creating and managing production calendars; ensuring the design and production processes for all shows and special events are executed timely and successfully; promotes a production staff culture that mimics the best of the rehearsal room--collaborative, positive, efficient, inclusive, listening and responding. Strong financial, strategic and leadership skills required.

Key Relationships:

Producing Artistic Director
Production Department Heads
Designers
Artistic Producers
General Manager
Human Resources

Essential functions of the position:

- Supervise all Production Staff to ensure the artistic integrity of the organization and the artistic vision of the creative teams is achieved.
- Manage full-time production staff, seasonal overhires and interns.
- Aid in searches and hiring of all vacant production department positions.

- In collaboration with leadership (Producing Artistic Director, General Manager, Director of Marketing and Communication, Director of Development and Artistic Producers), create seasonal Production Calendar, rehearsal and performance schedule.
- Establish budgets for all production-related elements and labor in collaboration with Production Department Heads, Artistic Producers, General Manager and Producing Artistic Director.
- Assist the Artistic Team with the selection of designers and visiting artists.
- Collaborate on contract negotiations.
- Shepard the production process, by precisely communicating with members of the creative team, making sure that there is a clear understanding of budget, deadlines, resources and space specifications.
- Act as Liaison between Directors, Designers, Stage Managers, TWH Production, Artistic and Administrative Staff.
 - Included but not limited to: Coordinate and conduct all design and production meetings. Attend first read through, designer run, technical rehearsals and previews as necessary. Maintain department contact information and show rosters. Serve as liaison to labor unions for actors, stage managers and designers. Ensure company compliance with all union rules.
- Oversee the progress of the production process from start to finish to ensure the work is completed on time and on budget.
- Oversee hiring of production interns and apprentices. Work with the Director of Development to identify and apply for internship grants, identify internal needs for intern/apprentice support and experiences.
- Oversee and coordinate our 6-week summer apprenticeship program with the Greater Hartford Arts Council. Includes contracting and collaborating with Master Teaching Artist(s), assistant(s) and other work spaces/schedules for apprentices.
- As necessary, support productions with hands-on projects including (but not limited to) fabrication/sourcing of all production supplies, elements, purchases in all production departments: scenery, props, costumes, lighting or sound/AV as needed.
- Track and monitor production budgets, and maintain an efficient system of reconciliation.
- Support a production department culture that centers workplace safety, conforming to current health and safety regulations and best theater practice.
- Meet with Direct reports at least bi-monthly, to set priorities, administer production information, and ensure any necessary training and/or support is provided to successfully perform their duties as assigned.
- Collaborate with Producing Artistic Director and Facilities Manager on capital improvements.
- Assign production staff to roles and schedules for special events and projects.
- Cultivate relationships with other professional theatre companies, vendors, universities on shared resources, personnel, and new opportunities.

- Conduct your responsibilities with TheaterWorks Hartford's Mission, Vision and Values in mind, in support of our commitment to inclusivity and anti-racism.
- Other duties may be assigned upon review with the employee and their supervisor in response to unforeseen or unknown developments.

Direct Reports:

- 1) Technical Director
- 2) Assistant Technical Director
- 3) Production Stage Manager
- 4) Resident Designer
- 5) Costume Supervisor and Company Manager
- 6) Audio Visual Supervisor
- 7) Master Electrician

Required Education and Experience:

- 1) Minimum 5-10 years experience in a production department at the professional level.
- 2) Minimum 3-5 years experience as Production Manager, or other technical department head at the professional level.
- 3) Deep understanding of non-profit financial models, including production and operating budgets.
- 4) Knowledge of industry safety standards and protocols.
- 5) Confident knowledge of theatrical production and processes, including new trends and innovation.

Required Knowledge, Skills, and Abilities:

- 1) Deep understanding of creative, rehearsal, build, load-in and tech processes,
- 2) Ability to read and interpret design drawings, groundplans, models, renderings and sketches.
- 3) Deep understanding of technical skills required in technical production: scenery fabrication, scenic art, lighting, sound, projections, costumes, props, stage management, and company management.
- 4) Must have excellent oral and written communication skills, excellent time management and people skills, creative approaches to problem-solving and be committed to the art of collaboration.
- 5) Must have proven track record in budget management, including spending reports and financial strategy.
- 6) Must have strong skills in scheduling and deadline management.

- 7) Strong computer skills, including Word, Excel, Google Suite, and Google Drive. Understanding of AutoCad and Photoshop a plus. Company computers, excluding TD, are APPLE products.
- 8) Working knowledge of theatrical unions-- AEA, USA, and SDC

Physical Requirements and Working Conditions:

- 1) Primary working area is office; secondary is shop and theater.
- 3) Ability to lift 30 pounds
- 4) Sitting for extended periods of time
- 5) Standing for extended periods of time
- 6) Use of power tools and work in scene shop as needed. Ability to climb ladders, work overhead and in cramped spaces sometimes required.

To Apply:

Please send resume, cover letter and references to info@twhartford.org and type **Director of Production Search** in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an equal opportunity employer.